

Welcome!

Topic:

Navigating eMaryland
Marketplace Advantage
(eMMA)

October 25, 2022



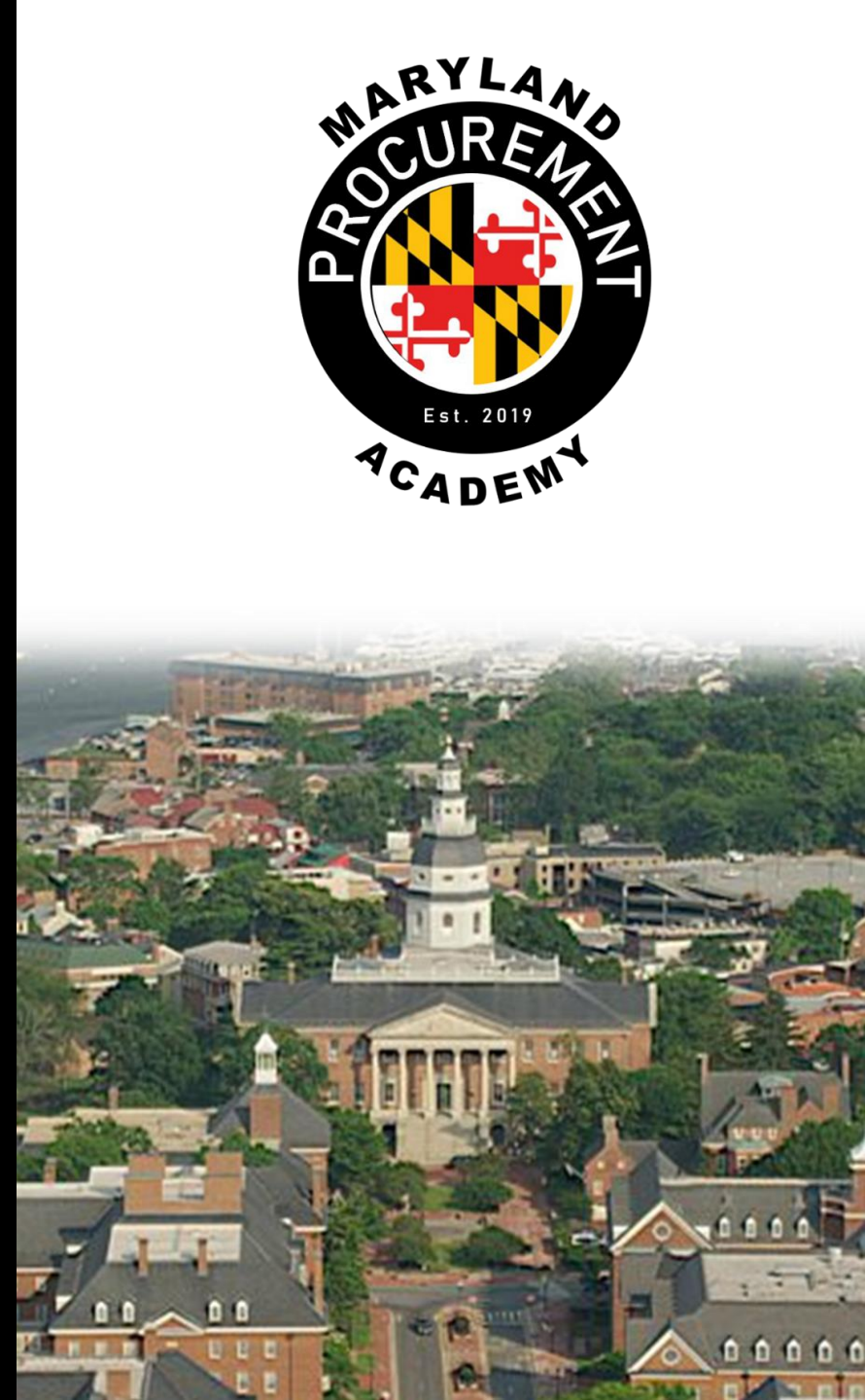
TECHNICAL
TRAINING
CLASSROOM

Webinar Series

Navigating eMMA



Victoria Steeger, PhD
Chief Learning Officer



Agenda

eMMA Navigation

Optimizing Your Supplier Profile

Navigating Opportunities

Navigating Notifications

Navigating Submissions

Upcoming release – Pos and Invoicing!

Where and When to Seek Help



eMaryland Marketplace Advantage



What is eMMA and why is it important?



Connects the vendor community with contracting opportunities from state, county, and local government



Registered vendors receive notices of bid opportunities, can submit bid responses online, and may obtain bid results



A procurement platform that's comprehensive, versatile, and collaborative – the connection between State and business



Open, transparent, and efficient procurement process



Where's eMMA?



Quick route to the eMMA homepage

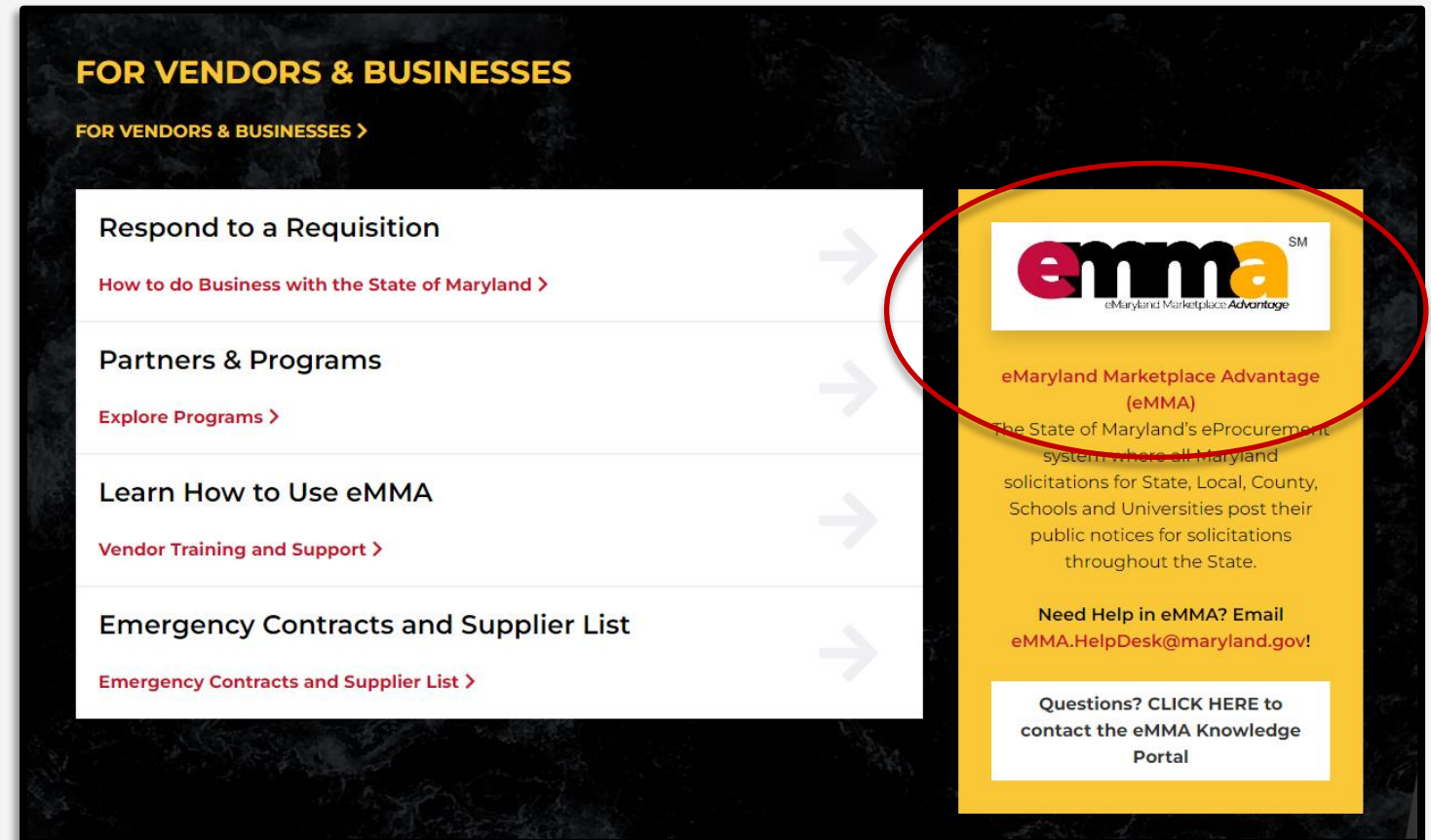


emma.maryland.gov



procurement.maryland.gov

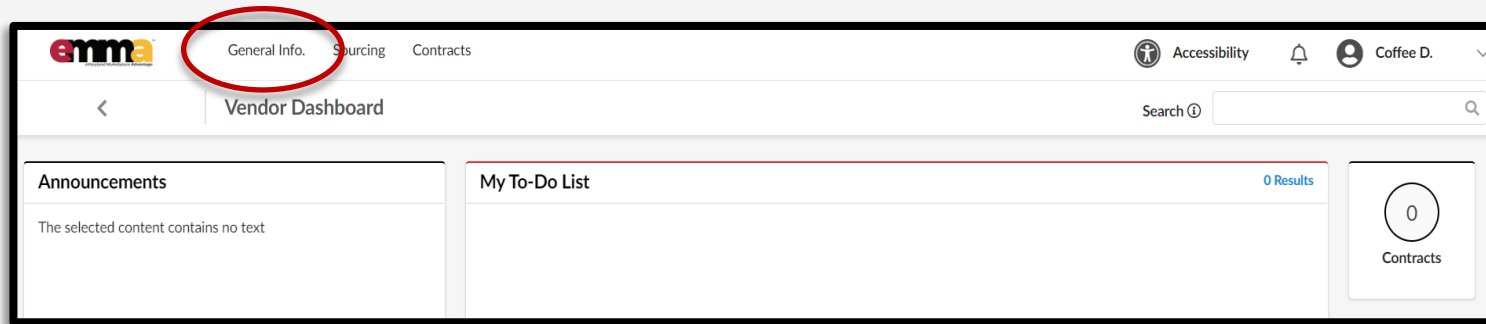
Scroll down to Vendors section and keep an eye out for the large yellow box with eMMA logo



Vendor Dashboard – First Look



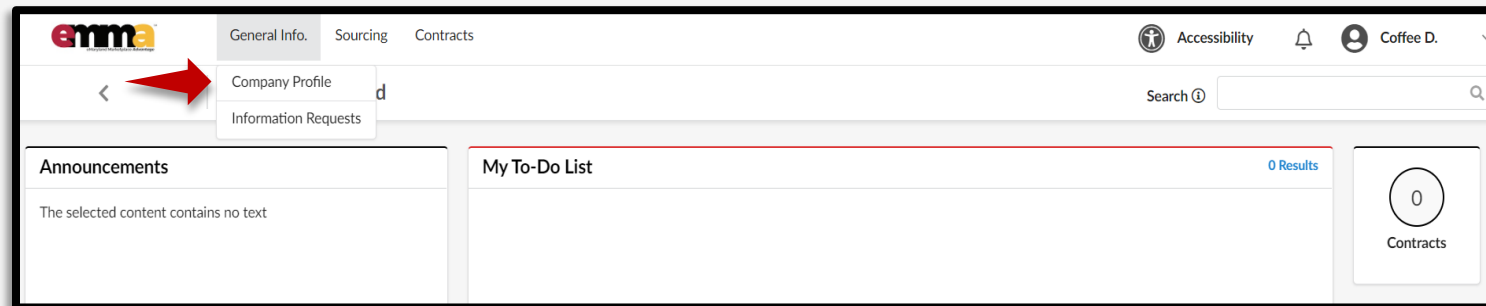
We've made landfall!



Your Vendor Dashboard is your homepage



Select the 'General Info' tab to release the dropdown menu and select 'Company Profile'



Vendor Dashboard – Company Info



Customize your vendor account the way YOU want it

A screenshot of the eMMA Vendor Dashboard, specifically the "Company Info" page. The page is divided into several sections. On the left, a sidebar menu is circled in red, containing links for "Company Info", "Contacts", "Documents", "Qualifications", and "Payment Info". The main content area is titled "Company Info" and includes a "Save" button and an "Answer Questionnaire" button. A notification bar at the top states "Fields marked by an asterisk * are mandatory". The form is organized into two main columns. The left column, titled "Company Information", contains fields for "Legal Name*" (Cool Coffee Supply), "Supplier" (en, 29268), "Company Name (DBA) ①*" (Cool Coffee Supply), "eMMA Vendor ID" (SUP029268), "Status" (Registered), "DUNS Number ①", "Website" (www.coolcoffee.com), and "Business Description" (Offering specialty cold brew coffee, roasting equipment, and corporate coffee accounts.). The right column, titled "Main Address", contains fields for "Address*" (45 Calvert Street), "Address Line 2 ①", "City*" (Annapolis), "State/Territory/Province*" (Maryland), "Postal Code*" (21403), "Country*" (UNITED STATES), and "County*" (Anne Arundel County). A "Corporate Contact Information ①" section is partially visible at the bottom.

Change, add, subtract any items, documents, contacts, and info amongst each category



Change personal account info (name, job title, address, preferences, password, etc)

Vendor Dashboard – Contacts



Assemble your team and contacts

The screenshot shows the Emma Vendor Dashboard. The left sidebar has a red circle around the "Contacts" icon. The main content area is titled "Company Info" and includes a "Save" button and an "Answer Questionnaire" button. A note states: "Fields marked by an asterisk * are mandatory". Below this, there are two sections: "Internal Contacts" and "State Contacts". The "Internal Contacts" section has a "Select Existing Contact" button and a "+ Create New Contact" button, with a red arrow pointing to the latter. Below these buttons is a table with columns for "Contact", "Login", "Role(s)", and "Profile". The table contains one entry for "Drinker Coffee" with the email "coffeedrinker@coolcoffee.com" and roles of "Admin" and "Primary Contact". The "Profile" column for this entry shows "Vendor Admin".

Contact	Login	Role(s)	Profile
Drinker Coffee	coffeedrinker@coolcoffee.com	 Admin Primary Contact	Vendor Admin



Change, add, subtract contacts or members of your team based on their role type



Must have Admin and at least one Primary Contact

Primary Contact(s) are notified of solicitations!

Vendor Dashboard – Contacts



Create a new contact

A screenshot of the "Vendor Contact Management" web application. The form is titled "Vendor Contact Management" and has a "Save & Close" button circled in red. The form contains several sections: "Login Profile Information" with a "Login" field; "Identity" with fields for "First Name*", "Last Name*", "Title", "Email*", "Job Title ①", "R*STARS ID", and "Vendor" (pre-filled with "Cool Coffee Supply"); "Main Address" with fields for "Address" (pre-filled with "45 Calvert Street"), "Address Line 2 ①", "City" (pre-filled with "Annapolis"), "Postal Code" (pre-filled with "21403"), "State/Territory/Province" (pre-filled with "Maryland"), and "Country" (pre-filled with "UNITED STATES"); and "Phone" with fields for "Phone", "Cell Phone", and "Fax".

Minimum requirements
for a new contact is
name and email



Detail each contact as
you'd like



Save/Save & Close to
finish the pop-up

Vendor Dashboard – Contacts



Manage contact role types

The screenshot shows the "Company Info" page in the Vendor Dashboard. The "Contacts" tab is selected in the left sidebar. The main area displays "Internal Contacts" and "State Contacts". Under "Internal Contacts", there are two buttons: "Select Existing Contact" and "+ Create New Contact". Below these is a table with columns: Contact, Login, Role(s), and Profile. The first row shows "Drinker Coffee" with login "coffeedrinker@coolcoffee.com" and roles "Admin" and "Primary Contact". The second row shows "Roaster Coffee" with a red underline. A red circle highlights the edit icon (pencil) next to "Drinker Coffee". A red arrow points to the dropdown menu for the "Roaster Coffee" role, which lists various roles: Accounting, Forecast Manager, Marketing, Primary Contact, Quality, Admin (highlighted), and Technician.

Contact	Login	Role(s)	Profile
Drinker Coffee	coffeedrinker@coolcoffee.com	Admin Primary Contact	Vendor Admin
Roaster Coffee		Accounting Forecast Manager Marketing Primary Contact Quality Admin Technician	



Apply role types to each contact (not required)



Only one Admin; must have Primary Contact



Use quick tools to the left of each contact to edit (name, role, etc)

Save it!

Updating Commodities and Service Area



Change and adjust as you'd like

A screenshot of the Emma Vendor Declaration form. The left sidebar contains navigation links: Company Info, Contacts, Documents, Qualifications, and Payment Info. The 'Qualifications' link is circled in red. The main form area has tabs for 'General Info.', 'Sourcing', and 'Contracts'. The 'Company Info' tab is active. Below the tabs, there are 'Save' and 'Answer Questionnaire' buttons. A message states 'Fields marked by an asterisk * are mandatory'. The 'Vendor Declarations' section includes 'Areas Servicing' (set to Maryland) and 'Commodities' (a list of items like Beverages, Coffee roasting equipment, etc.). A red arrow points to the 'Commodities' list. The 'Questionnaires' section shows '0 Result(s)'. The bottom of the form shows '4 Result(s)' for the commodities.

Select 'Qualifications' via sidebar navigation



Update and customize commodities as you'd like to best match your business profile



'Areas Servicing' updates

Save it!

Some Common Sourcing Types

Public Notice – advertising only

Invitation for Bid – submit bid prices and documents

Request for Proposal: Double Envelope – Technical and Financial

Master Contracts with Secondary Competition

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login *

Password *



Login

State SSO
Login(SecureAuth)

MDoT SSO
Login(MSAzure)

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



[Public Contracts](#)



[Vendor Search](#)



Poll!

- Is your company registered in eMMA?



Vendor Search by State Procurement Professionals

Identify State Certified Small Businesses

Identify State Certified Veteran-owned Small Businesses

Search for vendors who perform specific services

Search for vendors who provide specific products

Search for vendors who services specific areas of the state (by county)

Optimize your vendor profile

First things first...ensure your Supplier profile is complete!

- 1. Registration in eMMA is a 2-step process:**
 - Initial form establishes the Supplier record
 - Once initial Supplier record is established, login to customize the following:

Vendor Registration in eMMA



Let's jump in!




Visit [eMMA](#) homepage



Locate 'New Vendor?
Register Now' link
just beneath login area

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login*

Email / Username


Password*


Login


State SSO Login(SecureAuth)


MDOT SSO Login(MSAzure)

Lost your password?

 New Vendor? Register Now

 Public Solicitations

 Public Contracts

 Vendor Search

Registration Confirmation



We thank you for your visit.

Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from eMMA.helpdesk@maryland.gov with next steps.

[Go back to login page](#)

eMMA



You will receive a green check on eMMA to acknowledge registration



You will receive an email shortly thereafter including next steps

Subject

Your eMMA Vendor Self-Registration has been Approved

Message

Dear Sini Jacob,

Your Vendor self-registration to eMaryland Marketplace Advantage (eMMA) has been approved.

Please sign in using your email address as your username and the password you set on the registration page.
If needed, use the link '[Lost your password?](#)'

If you have questions or concerns, contact the Help Desk at eMMA.helpdesk@maryland.gov

 eMMA_logo_SM__1_.jpg

This is an automatically generated e-mail, please do not reply

Inbox

Initial Login from eMMA Homepage



Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login*

 Email / Username

Password*



Login

State SSO
Login(SecureAuth)

MDoT SSO
Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts

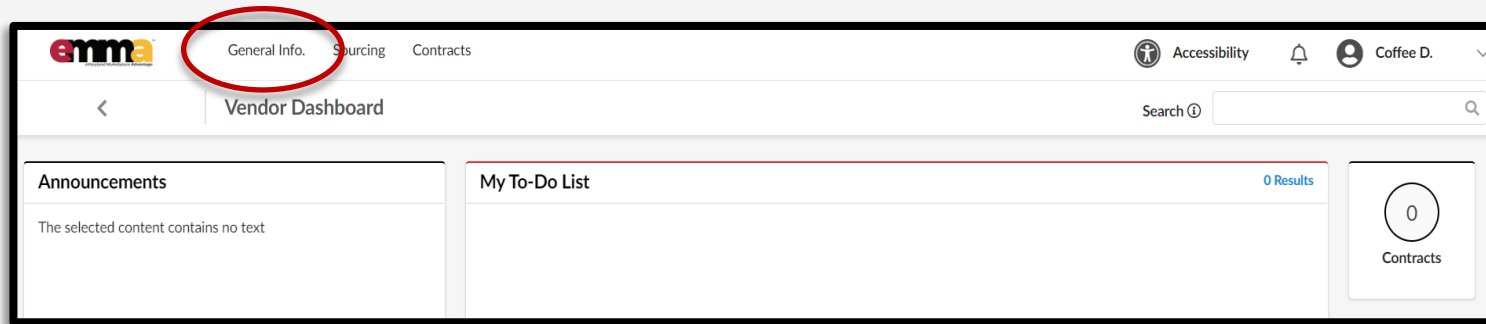


Vendor Search

Vendor Dashboard – First Look



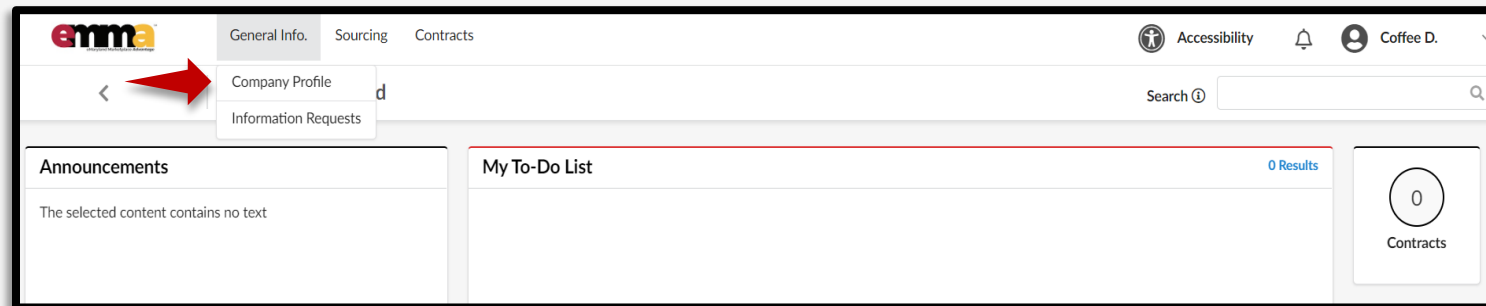
We've made landfall!



Your Vendor Dashboard is your homepage



Select the 'General Info' tab to release the dropdown menu and select 'Company Profile'



Vendor Dashboard – Company Info



Customize your vendor account the way YOU want it

A screenshot of the eMMA Vendor Dashboard "Company Info" page. The page has a top navigation bar with "General Info", "Sourcing", and "Contracts". A user profile "Coffee D." is in the top right. A left sidebar contains "Company Info", "Contacts", "Documents", "Qualifications", and "Payment Info", with "Company Info" highlighted. The main content area has a "Save" button and an "Answer Questionnaire" button. A message states "Fields marked by an asterisk * are mandatory". The form is divided into two columns: "Company Information" and "Main Address".

Company Information	
Legal Name*	Supplier
Cool Coffee Supply	en 29268
Company Name (DBA) ⓘ*	
Cool Coffee Supply	<input type="checkbox"/> Is Remit-To Address? ⓘ
eMMA Vendor ID	Status
SUP029268	Registered
DUNS Number ⓘ	Website
	www.coolcoffee.com
Business Description	
Offering specialty cold brew coffee, roasting equipment, and corporate coffee accounts.	

Main Address	
Address*	
45 Calvert Street	
Address Line 2 ⓘ	
City*	State/Territory/Province*
Annapolis en	Maryland ⓘ
Postal Code*	Country*
21403	UNITED STATES ⓘ
County*	
Anne Arundel County ⓘ	
Corporate Contact Information ⓘ	



Change, add, subtract any items, documents, contacts, and info amongst each category



Change personal account info (name, job title, address, preferences, password, etc)

Optimize your vendor profile

- **First things first...ensure your Supplier profile is complete!**

2. Contacts

- Who else at your company needs to be listed as a POC?
- Is the initial registrant the authorized **Admin** for the Supplier record?
- Assign role “**Primary Contact**” to receive direct solicitation notifications

Vendor Dashboard – Contacts



Assemble your team and contacts

The screenshot shows the Emma Vendor Dashboard. The left sidebar has a red circle around the "Contacts" icon. The main content area is titled "Company Info" and includes a "Save" button and an "Answer Questionnaire" button. A note states: "Fields marked by an asterisk * are mandatory". Below this, there are two sections: "Internal Contacts" and "State Contacts". The "Internal Contacts" section has a "Select Existing Contact" button and a "+ Create New Contact" button, with a red arrow pointing to the latter. Below these buttons is a table with columns: Contact, Login, Role(s), and Profile. The table contains one entry for "Drinker Coffee" with the email "coffeedrinker@coolcoffee.com". The "Role(s)" column for this entry has a dropdown menu with "Admin" and "Primary Contact" selected. The "Profile" column shows "Vendor Admin".

Contact	Login	Role(s)	Profile
Drinker Coffee	coffeedrinker@coolcoffee.com	Admin Primary Contact	Vendor Admin



Change, add, subtract contacts or members of your team based on their role type



Must have Admin and at least one Primary Contact

Primary Contact(s) are notified of solicitations!

Vendor Dashboard – Contacts



Create a new contact

The screenshot shows a web application window titled "Vendor Contact Management". At the top right of the window are icons for print, full screen, and close. Below the title bar, there are two buttons: "Save" and "Save & Close". The "Save & Close" button is circled in red. The form is divided into several sections: "Login Profile Information" with a "Login" field; "Identity" with fields for "First Name*", "Last Name*", "Title", "Email*", "Job Title ①", "R*STARS ID", and a "Vendor" dropdown menu showing "Cool Coffee Supply"; "Main Address" with fields for "Address" (containing "45 Calvert Street"), "Address Line 2 ①", "City" (containing "Annapolis"), "Postal Code" (containing "21403"), "State/Territory/Province" (containing "Maryland"), and "Country" (containing "UNITED STATES"). There is also a "Phone" section with fields for "Phone", "Cell Phone", and "Fax".



Minimum requirements
for a new contact is
name and email



Detail each contact as
you'd like

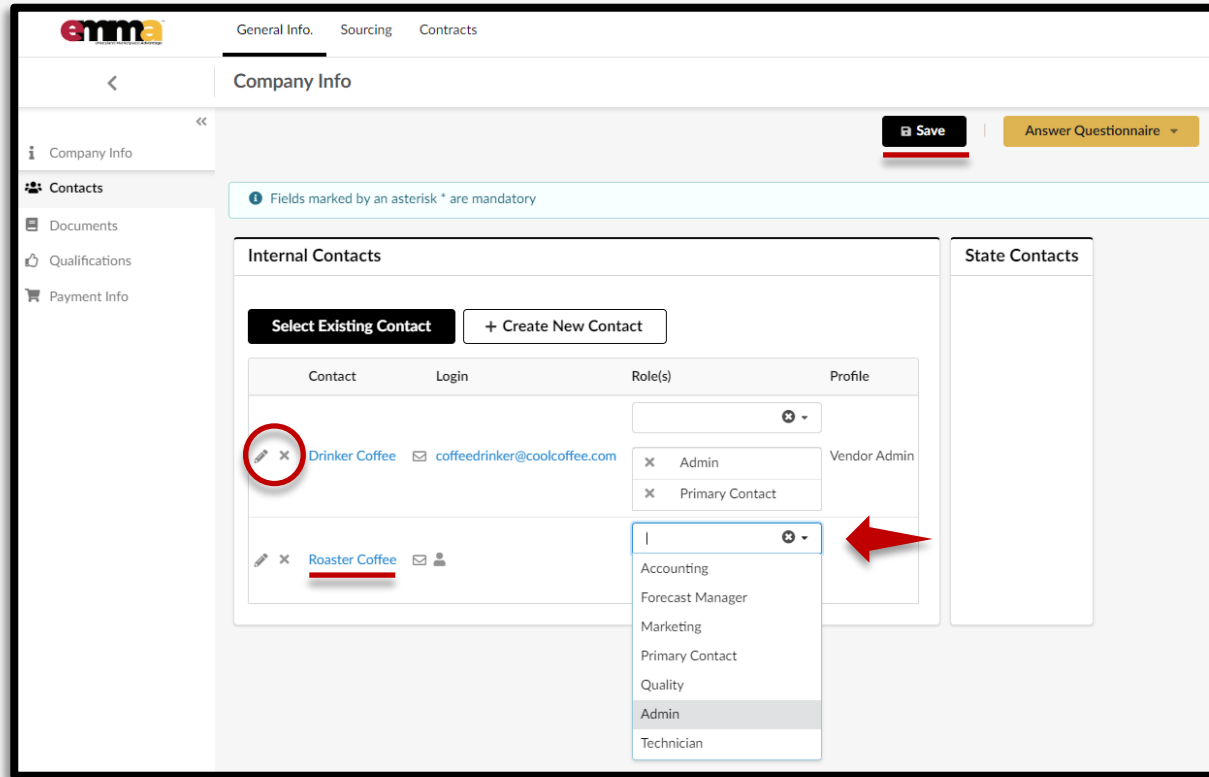


Save/Save & Close to
finish the pop-up

Vendor Dashboard – Contacts



Manage contact role types



The screenshot shows the "Company Info" page in the Vendor Dashboard. The "Contacts" tab is active, displaying a table of "Internal Contacts". The table has columns for "Contact", "Login", "Role(s)", and "Profile". Two contacts are listed: "Drinker Coffee" and "Roaster Coffee". The "Drinker Coffee" contact is highlighted with a red circle, and the "Roaster Coffee" contact is highlighted with a red underline. A red arrow points to the "Role(s)" dropdown menu for the "Roaster Coffee" contact, which is open and showing a list of roles: Accounting, Forecast Manager, Marketing, Primary Contact, Quality, Admin, and Technician. The "Admin" role is selected. The "Profile" column for "Drinker Coffee" shows "Vendor Admin". The "Save" button is visible at the top right of the page.

Contact	Login	Role(s)	Profile
Drinker Coffee	coffeedrinker@coolcoffee.com	Admin Primary Contact	Vendor Admin
Roaster Coffee		Accounting Forecast Manager Marketing Primary Contact Quality Admin Technician	



Apply role types to each contact (not required)



Only one Admin; must have Primary Contact



Use quick tools to the left of each contact to edit (name, role, etc)

Save it!

Optimize your vendor profile

- **First things first...ensure your Supplier profile is complete!**

3. Commodities and Service Areas

- Select at the main (top-level) tiers in addition to niche-specific categories

4. Diversity Credentials

- Apply & submit your SBR or VSBE applications, if eligible
- Add MBE Credentials, Federal Credentials

Updating Commodities and Service Area



Change and adjust as you'd like

A screenshot of the Emma system's 'Company Info' page. The left sidebar contains a navigation menu with items: 'Company Info', 'Contacts', 'Documents', 'Qualifications', and 'Payment Info'. The 'Qualifications' item is circled in red. The main content area has tabs for 'General Info.', 'Sourcing', and 'Contracts', with 'General Info.' selected. Below the tabs is a 'Company Info' header. A red arrow points to a 'Save' button in the top right corner. Another red arrow points to the 'Commodities' section, which displays a list of items: '50200000 - Beverages', '23181801 - Coffee roasting equipment', '48101604 - Commercial use coffee grinders', '50201700 - Coffee and tea', and '50201706 - Coffee'. The 'Areas Servicing' section shows 'Maryland' selected. A 'Questionnaires' section on the right shows '0 Result(s)'. A note at the top states 'Fields marked by an asterisk * are mandatory'.

Select 'Qualifications' via sidebar navigation



Update and customize commodities as you'd like to best match your business profile



'Areas Servicing' updates

Save it!

APPLY FOR SBR/VSBE or MBE CERTIFICATION

The screenshot displays the eMMA (Enterprise Management Modernization Act) system interface. The main navigation bar includes 'General Info.', 'Sourcing', and 'Contracts'. The user is logged in as 'Apple W.'. The 'Company Info' section is active, showing 'Legal Documents', 'Certifications', and 'Other Documents'. The 'Certifications' section is expanded, showing 'Add legal documents' and 'Add certifications' buttons. The 'Edit document : Certifications' form is open, showing a dropdown menu for 'Type' with options: 'Certifications / Other (Certifications)', 'Certifications / SBR Application', 'Certifications / VSBE Application', and 'Certifications / Certificate of Insurance'. The 'Effective Date' is 10/15/2021, 'Expiration Date' is 10/15/2021, and 'Status' is 'Draft'. The 'Document's owner' is 'WHOSIT Apple'. The 'Comments' section is empty.

Company Info

Legal Documents

Add legal documents

0 Result(s)

Certifications

Add certifications

Att. [Certification T](#)

[SBR Application](#)

[VSBE Application](#)

2 Result(s)

Other Documents

Add other documents

0 Result(s)

Edit document : Certifications

Save Save & Close

Credentials / Documents

Type *

Certifications / Other (Certifications)

Certifications / SBR Application

Certifications / VSBE Application

Certifications / Certificate of Insurance

Effective Date * 10/15/2021

Expiration Date 10/15/2021

Status Draft

Document's owner

WHOSIT Apple

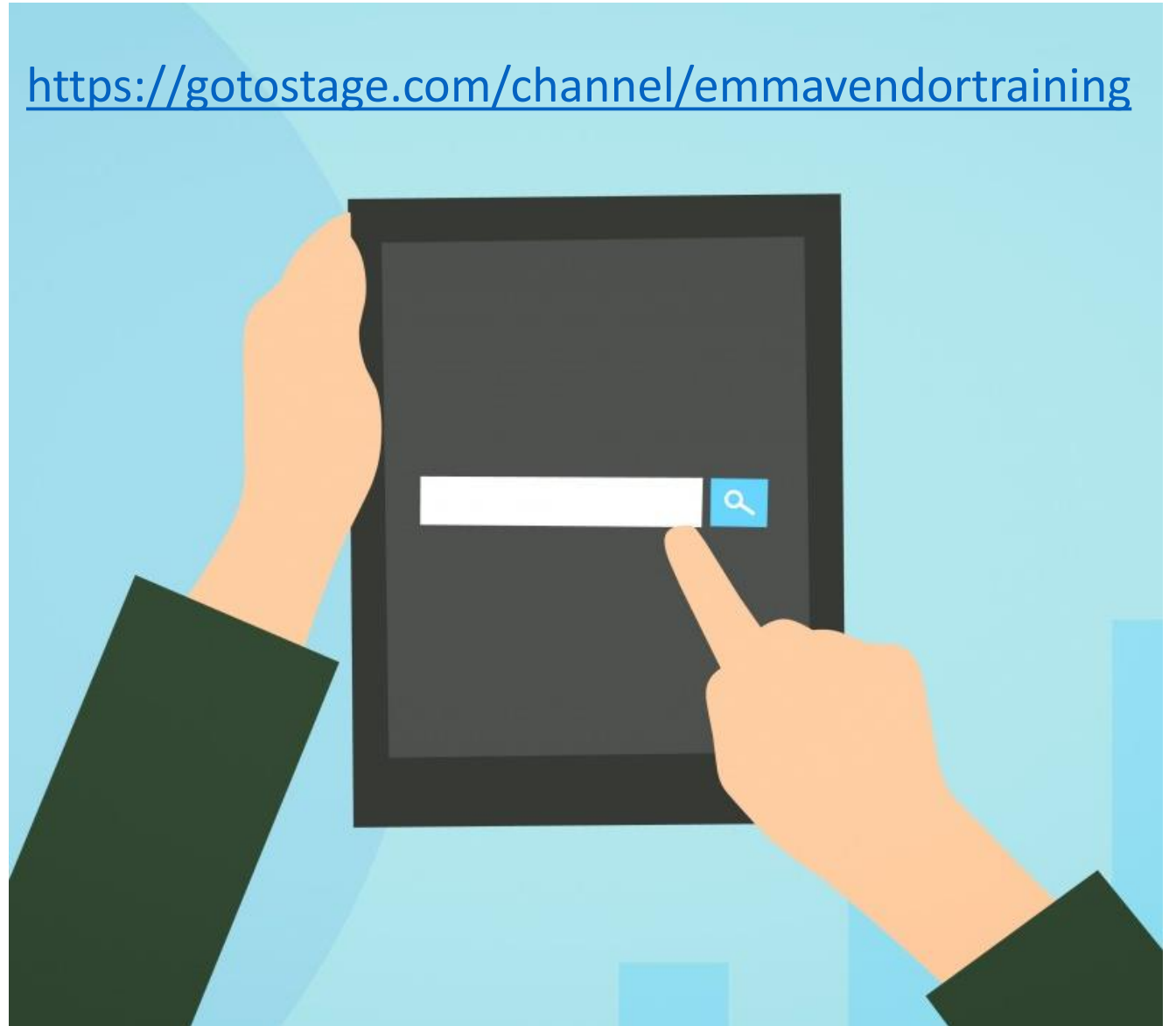
Comments

Add a comment here

Poll!

**Have you listed ALL
the commodities and
service areas that you
could deliver?**

<https://gotostage.com/channel/emmavendortraining>



Searching Public Solicitations



Search solicitations after signing in

A screenshot of the Emma Sourcing dashboard. The top navigation bar has tabs for "General Info.", "Sourcing", and "Contracts". The "Sourcing" tab is selected. Below the navigation bar, there's a "Company Info" section with a red arrow pointing to the "Sourcing" tab. The main content area shows a form for "Company Information" and "Main Address". The "Company Information" section includes fields for "Legal Name*" (Cool Coffee Supply), "Supplier" (en 29268), "Company Name (DBA) ⓘ*" (Cool Coffee Supply), and a checkbox for "Is Remit-To Address? ⓘ". The "Main Address" section includes fields for "Address*" (45 Calvert Street) and "Address Line 2 ⓘ". A yellow banner at the top of the form area says "- Required Action: Provide Bank Information".

☰ Select 'Sourcing' at the top of your dashboard

☐ Select 'Public Solicitations' in the dropdown

+ 'Add to My Solicitations' remains available

EMMA'S PUBLIC SOLICITATIONS PAGE

ID	Title	Status	Due / Close Date	Publish Date UTC-4	Main Category	Solicitation Type	Issuing Agency	Bid Holders List
BPM032252	OYSTER REEF SEEDING FOR EASTERN BAY REGION SANCTUARY RESTORATION	Open	11/18/2022	10/24/2022 1:33:12 PM	Biological science services	RFP: Double Envelope Proposal	Department of Natural Resources	View
BPM032008	RFP No. 127917 UMES Campus Flood Mitigation Sewer Line	Open	10/31/2022	10/24/2022 12:17:31 PM	Sewer line construction service	Public Notice	University of Maryland - College Park	
BPM032343	S00P3600671 - Hewlett Packard (Aruba)	Open	11/17/2022	10/24/2022 12:42:25 PM	Hardware	IFB: Invitation for Bid	Department of Housing & Community Development	View
BPM032340	Rooftop Air Handling Unit Replacements at Ridge Elementary School	Open	11/15/2022	10/24/2022 11:17:15 AM	Heating and cooling and air conditioning HVAC construction and maintenance services	Public Notice	Saint Mary's County Public Schools	

Bid Holders List



Vendor Bidding Information

Company Name	Company Address	City	State	Vendor Contact	Corporate Phone	Email	Website	Date Acknowledged UTC-4
COLOSSAL CONTRACTORS INC	4601 SANDY SPRING MD 20866 US	BURTONSVILLE	MD					10/24/2022 8:44:30 AM
COLOSSAL CONTRACTORS INC	4601 SANDY SPRING MD 20866 US	BURTONSVILLE	MD	Juan Navarro		amedina@colossalcontractors.com		10/24/2022 8:44:30 AM
GARRETT CONSTRUCTION SERVICES INC	9821 E. WT HARRIS BLVD NC 28227 US	CHARLOTTE	NC				garrett@construction	10/21/2022 5:27:47 PM
GARRETT CONSTRUCTION SERVICES INC	9821 E. WT HARRIS BLVD NC 28227 US	CHARLOTTE	NC	Patrick Garrett		trey@garrett.construction	garrett@construction	10/21/2022 5:27:47 PM
BLOOMES CONTRACTING INC	4700 WALDEN LANE STE C MD 20706 US	LANHAM	MD					10/21/2022 9:46:21 AM
BLOOMES CONTRACTING INC	4700 WALDEN LANE STE C MD 20706 US	LANHAM	MD	Leslie Flores		leslie@bloomescontracting.com		10/21/2022 9:46:21 AM

Public Contracts -



New Vendor? Register Now

Vendor Search

Public Solicitations

Public Contracts



Accessibility



Public Contracts

Keywords

Commodities

Status

Search

Reset

> Advanced Search

Contract ID	Contract Title	Vendor	Contract Type	Effective Date	Expiration Date	Publish Date	Public Solicitation ID
CTR006981	Concrete Installation and Repair Work	COLOSSAL CONTRACTORS INC	Individual	8/26/2022	8/31/2023	10/24/2022	BPM030873
CTR006977	BCS 2020-06 E Highway Structures Engineering Services for State and Local Governments	AECOM TECHNICAL SERVICES INC	Individual	10/27/2022	10/26/2027	10/21/2022	

Contract Title	Effective Date	Contract ID	Alternate ID
Concrete Installation and Repair Work	8/25/2022	CTR006981	SMCPS-2023-M-CIR
Vendor	Expiration Date		
COLOSSAL CONTRACTORS INC	8/30/2023		
Contract Type			
Individual			
Contract Amount			
49,999.00	USD		
Procurement Officer / Buyer		Email	
Brynn COSNER		btcosner@smcps.org	
Linked Solicitation			

- Organizations**
Saint Mary's County Public Schools
- Commodities**
Concrete installation and repair services

gomdsmallbiz.maryland.gov/Pages/Forecasting.aspx

AppsDoIT WebpageIT Bid BoardITPO ChecklistsCOMARBWP PageWorkdayPOSCSNMS RereleaseCATS+ StatusADPICSDAT

Maryland

GOVERNOR'S OFFICE OF

Small, Minority & Women Business Affairs

Enter search term

f

YouTube

HOME

MBE PROGRAM

SBR PROGRAM

VSBE PROGRAM

RESOURCES

PROCUREMENT FORECAST

Quick Links

> About Us

> FAQs

> Legislation and Policy

> Outreach

> News

> Reports

> Contact Us

Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2022.

This database is populated with projected purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.

Search - Description

Search

Export To Excel

Reset All Filters

by Agency

by Procurement Categories

by Contract Value

Search by Region

Search by Projected Advertisement Dates

Agency Name: Archives

Procurement Category: Information Technology - Services

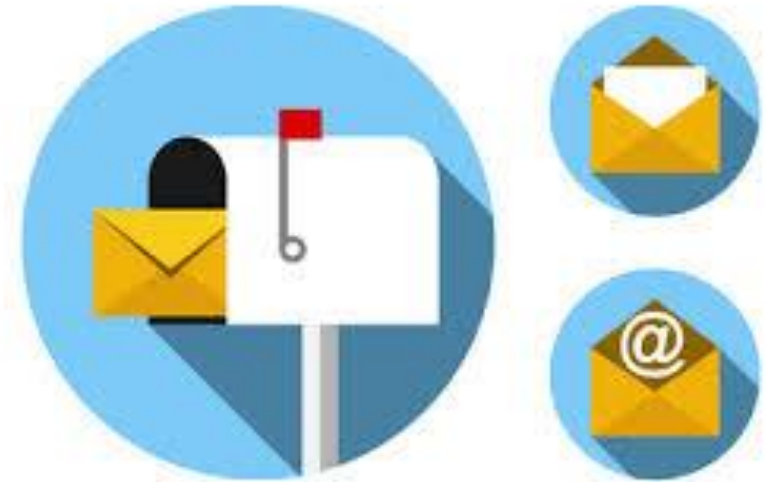
PROCUREMENT FORECAST

UNDERSTANDING NOTIFICATIONS

You'll receive system-sent notifications at different stages of both account activation and a procurement cycle. Here's a heads-up on what to keep an eye out for:

- **Initial Supplier Registration & Setup**
- **New Solicitation Posting**
- **Selection or Non-Selection of Award***
- **Contract Award Signature or Acknowledgment***

** Please note that many system-sent notifications are at the discretion of the Procurement Officer to send via the system or directly through their Agency email provider.*





Poll!

**Have you marked
communications
from eMMA as
safe?**



WHERE TO SEEK HELP



Quick Reference Guides

<https://mdprocurement.Freshdesk.com>



Video Tutorials

<https://gotostage.com/channel/emmavendortraining>



emma.helpdesk@maryland.gov



PO: PO000031-2 - Amendment request 10/5/2022 PO000031-1-REGIONAL PEST MANAGEMENT

Acknowledging a PO as a Vendor

<<

Confirm

Create a credit note

Create an advanced shipping notice

Print PO

Print PO

Header

Label

Amendment request 10/5/2022 PO000031-1-REGIONAL PEST MANAGEMENT

PO Vendor

REGIONAL PEST MANAGEMENT

Organization

DGS - Real Estate Management

Legal Company

Department of General Service

Edit 7/1/24 - 6/30/25

10/5/2022

Buyer Contact

DGS END USER DGS END USER

Vendor Contact

HAUF Jennifer

Currency

USD

1. **Vendor:** Log into Application

2. From the eMMA Home Screen vendors validate they have an item in their **"My To Do List"**

3. They click on the **Blue URL** in that list to review and approve the PO

4. Review the details of the Purchase Order and click the Green "Confirm" Button

5. You have successfully acknowledged a PO as a Vendor!

Delivery Method

Incoterm

DESTINATION

Payment type


Incoterm Location

Payment terms





% NET 30


Vendor View of an Invoice

1. Vendors are encouraged to submit Invoices through eMMA. This is the preferred method of Invoice reconciliation.
2. Vendors also can transparently see where their Invoice is in the process and who from the State is waiting to approve their invoice.







General Info. Sourcing Contracts Orders **Invoicing**


 Accessibility   Terri M. 





Standard Invoice INV178103 - 5,000.00 - Ok to Pay - REGIONAL PEST MANAGEMENT

Search 

 Info gen.




 Add. Information

 **Workflow**

 Payments

New Credit Note

Activity	Name	Delegated	Created on UTC-4	Validated on UTC-4
Department (Contract Manager) Approval	DGS SUPERVISOR DGS SUPERVISOR		06 Oct 2022 13:10:46:673	06 Oct 2022 13:11:07:690
Receipt Reconciliation	DGS END USER DGS END USER		06 Oct 2022 13:08:44:237	06 Oct 2022 13:10:46:673
Creation	DGS END USER DGS END USER		06 Oct 2022 13:08:44:237	06 Oct 2022 13:08:44:237

  1 **2** 



Poll!

Will the new updates coming in November improve using eMMA for you?

Resources and Links



In case you're interested



[MBE Program](#)



[SBR Program](#)



[VSBE Program](#)



[Maryland Procurement Academy](#)



[UNSPSC Code Lookup](#)



[Procurement Forecast](#)



[Code of Maryland Regulations](#)



[Office of State Procurement](#)



[eMMA Training Web Channel](#)

Building A Pipeline of Opportunities

www.goMDsmallbiz.maryland.gov



Mining Public Data **Techniques**

Videos & Slide Decks

[eMaryland Marketplace
Advantage \(eMMA\)](#)

[Procurement Forecast](#)

[Board of Public Works](#)



Resources & Partners

**Governor's Office of Small, Minority & Women
Business Affairs**

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

**Maryland's Office of Minority Business Enterprise
(OMBE)**

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>

**Maryland Department of Commerce
Maryland Financial Incentives for Business**
<https://commerce.knack.com/maryland-funding-incentives>

**Maryland Small Business Development Center
(SBDC)**

<https://www.marylandsbdc.org/>

Office of State Procurement

<https://procurement.maryland.gov/business-community/>

**Maryland Procurement Technical Assistance
Center (PTAC)**

<https://www.mdptac.org/>

Greater Baltimore SCORE

<https://greaterbaltimore.score.org/>

Maryland Women's Business Center (MWBC)

<https://marylandwbc.org/>

**Baltimore-Metro Women's Business Center
(Balt-Metro WBC)**

<https://www.baltmetrowbc.org/>



To register to receive our and notices of all upcoming classes & workshops and monthly bulletin go to www.goMDsmallbiz.maryland.gov.



-STAY CONNECTED-

Sign up to receive news and notifications affecting the small business community.

★Email Address

Submit



Thank You

If you need additional assistance with eMMA, contact the eMMA Help Desk at emma.helpdesk@maryland.gov

